



**Saturdays from 10am to 1pm at the Pacific Park Community Center
Computer Lab, located next to the Library
501 S Pacific Ave, Glendale, CA 91204 (818) 548-3760**

Saturday, August 2 and 9. Basic Word 2010

Learn to use the basic tools of Word 2010 to create documents.

Saturday, August 16. Introduction to Excel 2010

Learn how to use this program to perform basic math, budgeting, accounting, etc.

Saturday, August 23. Introduction to Power Point 2010

This is an introductory workshop for beginners to create basic slides and presentations in Power Point 2010.

Saturday, September 6. Microsoft One Drive

Learn how to use this online resource to store and retrieve your photos, videos and documents wherever you are.

Saturday, September 13. Google Drive

Learn to use the resources that Google Drive offers you to create, save and access your documents from wherever you are.

LIMITED SEATING. Register in person at the Reference Desk of your Library.

For more information please contact Juan Garcia
818-548-2048 jugarcia@glendaleca.gov